

OVERALL ASSIGNMENT RUBRIC

The executive summary describes the project vision.

- ☐ 0 pts
The executive summary does not describe the project vision.
- ☐ 1 pt
The executive summary describes the project vision.

The executive summary includes key accomplishments.

- ☐ 0 pts
The executive summary includes no key accomplishments.
- ☐ 1 pt
The executive summary includes one key accomplishment.
- ☐ 2 pts
The executive summary includes two key accomplishments.

The executive summary includes lessons learned.

- ☐ 0 pts
The executive summary includes no lessons learned.
- ☐ 1 pt
The executive summary includes one lesson learned.
- ☐ 2 pts
The executive summary includes two lessons learned.

The executive summary includes next steps.

- ☐ 0 pts
The executive summary includes no next steps.
- ☐ 1 pt
The executive summary includes one next step.
- ☐ 2 pts
The executive summary includes two next steps.

Provide constructive feedback for your classmate on their submission. Below are some guidelines and examples of good feedback to help you leave constructive comments for your peers.

When giving feedback, consider:

Leading with positive feedback

Providing a balance of positive and actionable feedback

Sticking to information-specific, issue-focused, and observation-centered comments

Examples of good feedback:

“Great executive summary! You sum up all the topics in the impact report concisely and thoroughly. I think you could have said more about the sales numbers, though.”

“You did an excellent job of telling the story of the project, and I think it’s easy to get a sense of what the team accomplished from your summary. The only suggestion I would have is perhaps to include more specifics or data points.”